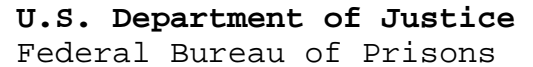


PS4400.03 PROPERTY MANAGEMENT MANUAL



# Change Notice

))))))

- require written approval of the Fleet Management Coordinator, Central Office, prior to transferring motor vehicles within the Bureau and Department of Justice;
- authorize the direct donation of automated data processing equipment to educational institutions without the General Services Administration's approval after screening within the Bureau and Department of Justice;
- provide additional instructions in the preparation of

the Report of Excess Property transferred to non-Federal recipients;

- allow the sale of small lots of personal property regardless of the estimated proceeds from the sale;
- eliminate the Report of Utilization and Disposal of Personal Property Pursuant to Exchange/Sale Authority and Report of Utilization and Disposal of Excess and Surplus Personal Property; and
- provide reference to the recycling of specified materials.

e. Chapter 7 was revised to change how the gifts from foreign governments are to be reported.

f. Chapter 8 was revised to clarify the termination of leased space notification procedures; redelegate the authority to grant/accept temporary land use permits to/from states or public agencies; and include procedures to ensure real property is correctly capitalized.

g. Chapter 9 was revised to change the reporting requirements for Reports of Survey.

h. Chapter 11 was revised to identify confiscated inmate personal property as voluntarily abandoned.

i. Chapter 13 was revised to clarify the approval process for the acquisition of staff quarters furnishings, the reference to the disposal or structural modification of staff housing, and the requesting procedures for the conversion of staff residences for other uses.

j. Chapter 14 was revised to change the report calendar.

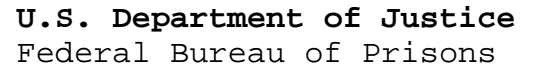
k. Grammatical and format changes were made throughout.

### 3. TABLE OF CHANGES

<u>Remove</u>	<u>Insert</u>
Index, Page I	Index, Page I
Chapters 2 - 4	Chapters 2 - 4
Chapters 6 - 9	Chapters 6 - 9
Chapter 11	Chapter 11
Chapters 13 and 14	Chapters 13 and 14

4. ACTION. File this Change Notice in front of PS 4400.03,  
Property Management Manual.

\s\  
Kathleen M. Hawk  
Director



# Program Statement

[illegible]

a. Directive Rescinded

P.S. 4400.02      Property Management Manual (07/16/90)

b. Directives Affected

P.S. 1001.11 Acceptance of Donations (11/29/93)  
P.S. 1237.09 Computer Security Manual (08/01/95)  
P.S. 2000.02 Accounting Management Manual (10/15/86)  
P.S. 4100.02 BOP Acquisitions (05/03/89)  
P.S. 4200.08 Facilities Operations Manual (09/01/93)  
P.S. 4500.03 Trust Fund Management (04/04/89)  
P.S. 4600.01 Farm Manual (10/01/77)  
P.S. 6000.04 Health Services Manual (12/15/94)

4. STANDARDS REFERENCED

a. American Correctional Association 3rd Edition Standards for Adult Correctional Institutions: 3-4037.

b. American Correctional Association 3rd Edition Standards for Adult Local Detention Facilities: 3-ALDF-1B-10.

c. American Correctional Association 2nd Edition Standards for the Administration of Correctional Agencies: 2-CO-1B-08.

5. ACTION. Staff responsible for property management and control shall use this Manual to ensure appropriate use of Bureau property.

\s\  
Kathleen M. Hawk  
Director



PS 4400.03 - Property Management

**PERSONAL PROPERTY**

- Chapter 1 - General
- Chapter 2 - Responsibilities for Property Management
- Chapter 3 - Identification and Definitions of Personal Property
- Chapter 4 - Administration of Personal Property
- Chapter 5 - Inventories - Controlled Personal Property
- Chapter 6 - Acquisition, Transfer, and Disposal of Excess  
Personal Property
- Chapter 7 - Gifts or Donations of Personal and Real Property

**REAL PROPERTY**

- Chapter 8 - Real Property (Owned or Leased)

**MISCELLANEOUS**

- Chapter 9 - Receiving Reports and Reports of Survey
- Chapter 10 - Inmate Postage Stamps, Vehicle Titles, Meal Tickets,  
and Protective Clothing
- Chapter 11 - Unclaimed Property
- Chapter 12 - Seasonal Decorations
- Chapter 13 - Staff Housing (Quarters)
- Chapter 14 - Report Calendar
- Chapter 15 - Records Disposal

## CHAPTER 1 - General

The purpose of this Program Statement is to set forth responsibilities and requirements for receipt, storage, issue, control, and safety of Government-owned personal property with the Federal Bureau of Prisons (Bureau). The Program Statement also provides requirements for the use and control of real property belonging to the Bureau. For technical instructions, procedures, and guidelines regarding both personal and real property, see the Property Management Technical Reference Manual (TRM).

An efficient property management system is required to maintain information regarding nonexpendable capitalized personal property and certain noncapitalized sensitive items costing less than \$5,000 located throughout the Bureau. The data is required to provide management with information concerning property utilization and accountability for personal property to meet requirements of the General Accounting Office, the Federal Property Management Regulations (FPMR), the Justice Property Management Regulations, and the Bureau's Property Management Manual.

Physical inventories are required annually of controlled property maintained in the SENTRY Property Management System. Removal of personal property from the records due to inventory shortage, loss, theft, or destruction is done only after appropriate investigations are conducted in accordance with the Bureau policy concerning the Board of Survey.

## CHAPTER 2 - Responsibilities for Property Management

GENERAL. This chapter outlines the responsibilities of individuals within the Bureau property management system. For the organizational relationship of the various individuals and/or committees, see the organization chart in the Property Management TRM.

1. DIRECTOR OF THE FEDERAL BUREAU OF PRISONS. The Director is responsible for property management and accountability of all property within the Bureau [Justice Property Management Regulations (JPMR) 128].

2. PROPERTY MANAGEMENT OFFICER (PMO). The PMO assists facility Property Officers (POs) in exercising responsibilities necessary for the administration of the SENTRY Property Management System (SPMS) and serves as liaison with the General Services Administration (GSA) and other agencies, as well as within the Bureau. Responsibilities of the PMO are:

a. Supervise the operation and maintenance of the SPMS, including the following:

(1) Processing and supervising the generation, operation, and maintenance of the code reference files (e.g. item, manufacturer, etc.).

(2) Providing direction, guidance, and assistance to the facility PO and others regarding the acquisition, accountability, utilization, maintenance, transfer, and disposition of controlled personal and real property.

b. Maintain a training program for POs.

c. Review all GSA, General Accounting Office (GAO), and other Governmental instructions involving property management; recommend necessary revisions to the Bureau's Property Management Manual and the Property Management TRM.

3. PROPERTY OFFICER/INVENTORY MANAGEMENT SPECIALIST. This is a Bureau official having the responsibility for the management of property within a Region, institution, or other facility. The PO monitors the record keeping, usage, disposition of property, processes property data into the SPMS, and assists the Accountable Property Officer (APO) in preparing documentation for the SPMS. To provide effective internal control, accounting personnel involved in the maintenance of general ledger accounts shall not be designated as PO. Responsibilities of the PO are:

CHAPTER 2 - Responsibilities for Property Management (cont'd):

a. Maintain a comprehensive property management program consistent with the overall requirements of the SPMS, which oversees recording and management of all categories of controlled property.

b. Direct and assist the APO participation in the SPMS by:

(1) Advising and assisting on all matters relative to the acquisition, accountability, utilization, maintenance, transfer, and disposition of personal property;

(2) Supervising, reviewing, and coordinating the preparation of personal property documents, resolution of errors, and distribution of reports;

(3) Ensuring the preparation and maintenance of inventory and accounting controls. This includes the input of property data, review, and correction of computerized property registers and validation of property inventories through an annual physical inventory. Maintain liaison with the accounting section on the maintenance of property accounting data controls; and

(4) Maintaining up-to-date listings of APOs and personal property accountability by reporting quarterly on the validity, usage, and accuracy of current listings, by forwarding additional data and new item description requests as necessary. The accuracy and completeness of these listings must be certified as part of the annual physical inventory.

c. Assign temporary accountability for property when an APO is not designated, incapacitated, or has not accepted accountability in writing.

d. Manage the acquisition, utilization, and disposition of property within the facility by:

(1) Comparing the excess property listings to requests for purchase to determine whether requirements can be met by using excess or rehabilitated property, rather than by procuring new items;

(2) Maintaining liaison with Bureau's PMO, GSA, and other Government agencies to use excess property in lieu of the purchase, lease, or rental of new property;

Chapter 2 - Responsibilities for Property Management (cont'd):

(3) Investigating all loss, damage, and destruction of controlled property to determine liability, taking appropriate action and referring the matter to the Board of Survey; and

(4) Identifying and reporting all excess property and initiate disposal action through departmental agencies, GSA, or other agencies.

e. Maintain a training program for APOs.

f. Serve as a member of the facility Board of Survey.

g. Review and implement revisions to the SPMS.

h. Review requests for purchase to ensure appropriate coding reflects capitalized and noncapitalized personal property.

At facilities having an Inventory Management Specialist (IMS) position, the incumbent is the designated PO. At other facilities, the responsibility for property management may be a collateral assignment and the individual responsible is referred to as the PO; written designation of the PO by the Chief Executive Officer (CEO) is required for collateral assignments and the position description shall include the responsibilities of the IMS. For the purpose of this policy, the terms PO and IMS are synonymous and hereafter shall be referred to as PO.

4. **BOARD OF SURVEY.** The Board of Survey is a committee with memberships including: at the institution level, the Associate Warden of Operations (Chairman), the Supervisory Contract Specialist (SCS), and the PO; at the Regional level, the Executive Assistant or Deputy Regional Director (Chairman), Regional Comptroller or Regional SCS, and the Regional PO; and at the Central Office level, Senior Deputy Assistant Director, Administration Division (Chairman), SCS, Central Office Business Office, and the Central Office PO. This board investigates the circumstances surrounding unrecorded acquisitions or the loss, damage, or destruction of personal property to assess monetary liability, if any, and recommend administrative actions to be taken with final approval by the CEO. It shall also approve Reports of Survey (JPMR 128). Responsibilities of the Board of Survey are:

a. Require the presentation of all unclassified information pertaining to the property or incident being investigated.

Chapter 2 - Responsibilities for Property Management (cont'd):

b. Report to the CEO any employee who does not cooperate or interferes with an investigation.

c. Request information and/or testimony from personnel involved or from "experts" within and outside the Bureau.

d. Conduct prompt and impartial investigations.

e. Examine and certify all evidence presented.

f. Submit recommendations consistent with circumstances and findings disclosed by the investigation.

g. Limit access to information received, and findings and recommendations formulated to only personnel having a right and need to know.

h. Recommend disciplinary and/or adverse actions and establish personal liability, when appropriate.

i. Approve all Reports of Survey.

j. Establish the annual controlled property inventory schedule.

5. **BOARD OF SURVEY CHAIRMAN.** The Board of Survey Chairman is delegated responsibilities in accordance with JPMR 128. These responsibilities are:

a. Accept all impartial recommendations and findings of the Board of Survey prior to any action taken.

b. Grant relief from accountability after considering the recommendations and findings of the Board of Survey.

c. Document reasons for taking actions, other than those recommended by the Board of Survey, provided these actions differ significantly from the recommendations submitted.

d. Approve, when appropriate, reasonable administrative efforts to secure an employee's consent to have debt collected by "administrative offset" of current pay in accordance with the Federal Claims Collection Standard.

e. Recommend, to the CEO "offset," action against an employee's final salary payment, including a lump sum payment for accrued leave, at the time of separation from Federal service.

Chapter 2 - Responsibilities for Property Management (cont'd):

f. Terminate or compromise financial liability in accordance with the Federal Claims Collection Standard.

g. Refer cases to the Office of Internal Affairs through the CEO or equivalent for forwarding to the GAO in accordance with the Federal Claims Collection Standard, Office of Professional Responsibility, and the Criminal Division for Prosecution.

h. Ensure affected personnel are advised of appropriate appeal procedures when disciplinary or adverse action is taken.

i. Ensure all actions directed are executed.

6. **ACCOUNTABLE PROPERTY OFFICER.** The APO is an employee the CEO designates in writing who is responsible for the custody, record keeping, and use of accountable personal property within the employee's assigned location or jurisdiction. The Cost Center Manager is normally designated such duties; however, redelegation may be authorized at the accounting performance measurement system or project level. The APO initiates and is responsible for the flow of property documents, property transactions, and in conjunction with the PO, maintains and updates computerized SPMS inventory listings, and conducts and certifies periodic physical inventories. The APO's responsibilities are:

a. Control all property until removed, with proper authority, from the APO's accountability.

b. Initiate repair requests for personal property.

c. Conduct and certify a physical inventory of controlled personal property assigned to another APO's accountability, prepare a Report of Equipment Inventory Difference and Report of Survey, and assist in the reconciliation process.

7. **PROPERTY UTILIZATION AND DISPOSAL OFFICER (PUDO).** The PUDO is an employee who has the responsibility and authority for acquiring and disposing of excess personal property in accordance with the Federal Property Management Regulations (FPMR). The employee also trains facility POs in effective procedures for acquiring and disposing of excess property.

Chapter 2 - Responsibilities for Property Management (cont'd):

8. **SUPERVISORY CONTRACT SPECIALIST.** The SCS of each facility shall submit an annual Report of Excess Property Needs to the PUDO through the appropriate Regional Office. This report shall include item description, quantity, stock number (if available), suitable substitutes (if any), and institution contact person. Additionally, the SCS may provide quarterly updates of the annual listing that includes additions to or deletions from the original list.

The annual report shall reach the PUDO no later than October 1st of each fiscal year.

9. **SUPERVISOR.** Each supervisor in the Bureau is responsible for establishing the administrative measures necessary to ensure proper care and use of all Government property within the unit. A supervisor, whether designated as an APO or not, shall be held liable for loss, damage, or destruction in accordance with this Program Statement.

10. **INDIVIDUAL EMPLOYEES.** Responsibility for the care and protection of assigned property is each employee's personal obligation.

a. It is each employee's duty to report loss, theft, and damage. Individual employees are required to report to his or her APO and PO any instance of loss, theft, or damage. The APOs shall forward appropriate investigative reports to the facility PO for Board of Survey action.

The extent of an employee's financial liability is to be determined as follows:

(1) For lost, damaged, or destroyed property, the liability shall be the acquisition cost of the item, reduced by an allowance for depreciation. Credit for salvage may also be offset in appropriate cases.

(2) For economically repairable property in accordance with the GSA standards, the liability is to be the cost of repair.

b. An employee is liable and shall be required to pay the Government when the employee's negligence, carelessness, or dereliction of duty contributes to the loss or damage of Government property as determined by the Board of Survey. The facility Human Resource Manager shall be consulted by the Board of Survey prior to assessing liability damages to assure due process is provided to the employee. An employee shall not



Chapter 2 - Responsibilities for Property Management (cont'd):

directly or indirectly use or allow the use of Government property, including property leased to the Government, for other than officially approved activities. The JPMR provides for the limited, permitted personal use of facsimile machines, telephones, photocopiers, etc., if not during or interfering with official work. An employee shall be liable for this use. An employee has the duty to protect and conserve such property and shall obey all rules and regulations applicable to its use.

11. **ANNUAL INSPECTION.** The Associate Warden of Operations or equivalent (at the Central Office, the Senior Deputy Assistant Director or designee; at the Regional Office, the Deputy Regional Director or Executive Assistant) and the PO are responsible for making an annual inspection of the entire facility each March. The inspection shall identify items of personal property which can be economically repaired or rehabilitated through sources of property rehabilitation services listed in FPMR 101-43. The inspection shall also identify personal or real property in excess of the facility's needs. As identified during the inspection, the PO shall take necessary steps to effect transfer or disposal in accordance with Chapter 6. A memorandum shall be maintained on file for program review purposes to document date of inspection, all findings, and projected dates when corrective actions shall be taken. In addition, actions directed to an APO, as a result of the inspection shall be documented and maintained on file by the Board of Survey Chairman for program review purposes.

## Chapter 3 - Identification and Definitions of Personal Property

GENERAL. This chapter outlines the elements of a property management accounting system and defines capitalized and noncapitalized property within the Bureau.

1. PRINCIPLES OF PROPERTY ACCOUNTING. Property accounting for the Bureau shall include appropriate procedures for:

a. Recording specific accounts all transactions affecting the Bureau investment in personal property, including:

(1) All acquisitions, whether by purchase, transfer from other agencies, authorized donation, or other means, as of the date the Bureau takes custody of the property;

(2) The use, application, or consumption of property. For nonexpendable property, the cost of consumption shall be accounted for as an operating cost over its estimated useful life through appropriate depreciation accounting techniques; and

(3) All dispositions or retirements when the property leaves the control or custody of the Bureau.

b. Keeping appropriate records of quantities and location of Government-owned personal property. These records shall be designed to be of maximum assistance in the procurement and use of such property, including the identification of excess property and its use, transfer, or disposal, in accordance with statutory and regulatory requirements; and

c. Making periodic independent checks on the accuracy of the accounting records through physical observation, count, weight, or other measurement.

## 2. DEFINITIONS OF PERSONAL PROPERTY

a. Expendable personal property is that which, by its nature or function, is consumed in use; used as repair parts or components of an end product considered nonexpendable; or has an expected service life of less than one year.

b. Nonexpendable personal property is that which is complete within itself, does not lose identity or become a component part of another article when put into use, and is of durable nature with an expected service life of one or more years.

Chapter 3 - Identification and Definitions of Personal Property  
(cont'd):

3. **CAPITALIZED PERSONAL PROPERTY**. Each item of capitalized personal property (major equipment) shall meet all of the following criteria or conditions specified:

- a. The item shall have an acquisition cost or a donated or appraised value of \$5,000 or more;
- b. The item shall not be real property or permanently affixed to real property;
- c. The item shall not lose its identity by being incorporated into another item of personal property; and
- d. The item shall have a minimum useful life of more than one year.

4. **NONCAPITALIZED PERSONAL PROPERTY** is any single item of nonexpendable personal property acquired at a value below \$5,000. Certain items of noncapitalized personal property (minor equipment) which are determined to be a security concern or highly susceptible to theft, shall be controlled.

5. **CONTROLLED PERSONAL PROPERTY** is capitalized and all noncapitalized personal property that good management practice dictates would be in the best interest of the Government to assign and record accountability to assure the proper use, maintenance, protection, and disposal. This includes, but is not restricted to, property which is:

- a. Leased by, in the custody of, or loaned to/or from the Bureau;
- b. A security concern or is highly susceptible to theft; or
- c. Under manufacturer warranty (used to determine whether repair or replacement is appropriate).

Chapter 3 - Identification and Definitions of Personal Property  
(cont'd):

The following items are generally considered to be controlled noncapitalized personal property:

VCRs	Still Cameras
Pagers	Motor Vehicles
Firearms <sup>1</sup>	Tape Recorders
Camcorders	External Modems
Key Cutters	Radios, two-way
Body Alarms	Facsimile Machines
Dictaphones	Cellular/Mobile Telephones
Photocopiers (leased <sup>2</sup> or owned)	
All Items of Staff Quarters Furnishings	
Check Writing Machines (check protectors and signer)	
Personal Computers <sup>2</sup> (Central Processing Unit, monitor, and keyboard are to be entered as aggregate)	

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<sup>1</sup> Each firearm must have an individual FPS-ID number.

<sup>2</sup> Should be tagged but not etched.  
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6. ALL OTHER PERSONAL PROPERTY

a. Accountable Property is all controlled personal property and certain items of expendable personal property for which records are maintained. Examples would be: equipment, institution stores (Warehouse, Food Service, Mechanical Services, Buildings and Facilities, etc.), and Trust Fund sales unit inventories.

b. Excess Property is all expendable or nonexpendable personal property not needed by the holding facility.

c. Surplus Property is all property excess to the needs of the Bureau and determined by the General Services Administration to be excess to the Government's needs. Such property shall be donated or disposed of in accordance with Federal Property Management Regulations 101-43.

d. Contractor-Held Property is Government-owned property that has been:

(1) Delivered or otherwise made available to a contractor, with the Government retaining the title; or

Chapter 3 - Identification and Definitions of Personal Property  
(cont'd):

(2) Procured or otherwise acquired by a contractor for the performance of a contract; title to which, therefore, is vested in the Government.

e. Salvage is property that has a value excess to its basic material content but which is in such condition that it has no reasonable use for any purpose as a unit, either by the holding agency or other Federal agency, and its repair or rehabilitation is clearly impractical. Repairs or rehabilitation estimated to exceed 65 percent of the original acquisition cost would be clearly impractical.

f. Scrap is material that has no value except for its basic material content.

g. Expensed Property includes all expendable property.

h. Leased Property is property conveyed on a contractual agreement which is rented for a specific period of time.

i. Loaned Property is property borrowed for temporary use by the Government.

j. Inmate Personal Property is all inmate personally owned property, stored and/or shipped, for which the Government has assumed responsibility.

k. Donated Property is property received from sources other than Federal Government agencies at no cost.

## Chapter 4 - Administration of Personal Property

GENERAL. This chapter describes how personal property is accounted for within the SENTRY Property Management System (SPMS) and the Financial Management System (FMS).

1. **BASIS OF VALUATION.** Controlled personal property may be obtained through various sources, including:

a. Purchase. Such property shall be recorded at an amount equal to the purchase price plus transportation and installation charges, where applicable, less trade-in allowance or any discounts (trade, commercial, or volume). When a trade-in is involved, the book value gain or loss realized on the traded asset shall be recognized and recorded in accordance with the Accounting Management Manual.

b. Sources other than the Bureau, by donation or transfer at no cost. Such property shall be recorded at an amount established in accordance with Chapter 6 and the corresponding Property Management TRM.

c. Donation or transfer at no cost from sources other than the Bureau of Prisons or another Federal Government agency. Such property shall be recorded at either the cost price to the Bureau or appraised value in accordance with Chapter 6 and the corresponding TRM.

d. Purchase or construction through the Buildings and Facilities (B&F) appropriation. Such property shall be recorded at an amount established in the project account for the cost incurred. Accountability for the property shall remain with the appropriate Accountable Property Officer (APO) until no longer needed or until the project is completed and closed, whichever occurs first. When the project is closed, the property shall be transferred to the Salaries and Expenses (S&E) appropriation.

## 2. **ACCOUNTING AND MANAGEMENT CONTROL OF CAPITALIZED PERSONAL PROPERTY**

a. Property controls are established in both the SPMS and the FMS for all capitalized personal property. These controls are maintained separately and shall not fall within the jurisdiction of the same individual.

Chapter 4 - Administration of Personal Property (cont'd):

b. Accounting controls for capitalized personal property are maintained in the FMS under appropriate general ledger control accounts. Subsidiary records are maintained by the Property Officer (PO) and are reconciled monthly to the general ledger control accounts. If irreconcilable differences exist between the accounting records and the property management records, the PO shall initiate an inventory adjustment Report of Survey action.

c. Property management policies and procedures state property owned by the Bureau shall be managed and controlled to ensure:

(1) Maximum utilization and use of such property for official purposes only;

(2) Effective assignment and accountability for the use and custody of such property, and the maintenance of adequate inventory controls and accountability records; and

(3) Proper care, including preservation, handling, storage, and preventive maintenance.

**3. PROPERTY TAGS - FEDERAL PRISON SYSTEM IDENTIFICATION (FPS-ID) NUMBERS**

a. The property tag represents a unique FPS-ID number. Property tags shall be put on each piece of controlled personal property, except composite items which shall have one identification number for a group of items. The original FPS-ID number assigned shall remain the unique identifier throughout the life of an item of controlled personal property, wherever located in the Bureau. If controlled personal property is transferred outside the Bureau, disposed of, or disposed of through sale or exchange, the FPS-ID tag shall be removed and attached to the Report of Survey.

b. In addition to the property tag, the eight-digit FPS-ID number shall be permanently marked on the item. Any method which results in a permanent marking is acceptable, with the preferred method of marking being an electric etcher. Due to the sensitivity of personal computers, central processing units shall not be etched.

Chapter 4 - Administration of Personal Property (cont'd):

c. A log shall be maintained, consecutively, of all FPS-ID numbers which includes the date the number was issued, the cost center to which the item was issued, and the Receiving Report number used for receiving the personal property. Responsibility for FPS-ID tags/log and etching/affixing tags is found in the TRM.

4. **CONTROLLED PROPERTY EQUIPMENT REPAIRS.** Controlled personal property requiring repairs shall be completed as follows:

\* a. If repairs require the personal property to be removed from the facility, a Stores Requisition shall be prepared by the APO and numbered by Warehouse personnel. A copy of the Stores Requisition shall be signed by the APO as a temporary receipt and retained by the warehouse. Controlled property shall not be removed from the facility without proper authority and documentation.

b. The APO retains the original and two copies of the Stores Requisition with the personal property to be repaired. The APO shall obtain the signature of the repair service representative on at least the original Stores Requisition when the personal property is removed for repair.

\*

c. After the repair service representative receives the personal property, all copies of the Stores Requisition shall be returned to the warehouse and the temporary receipt returned to the APO. The Stores Requisition shall then be distributed as follows:

Copies - Warehouse, APO, and Property Officer

5. **ACCOUNTABILITY CODES.** The Chief Executive Officer is responsible for designating APOs (see Chapter 2). These designations are normally at the Cost Center Manager's level; however, redelegation may be authorized at the accounting performance measurement system or project level. The facility PO shall maintain a current list of APOs and make it available for program review purposes.



## CHAPTER 5 - Inventories - Controlled Nonexpendable Property

GENERAL. The Bureau requires a complete physical inventory (wall-to-wall) of property on hand once a year. The inventory shall be conducted during the month of April. This inventory ensures the computer-generated property registers agree with the property on hand. The physical inventory also gives an indication of how security and maintenance systems are functioning. The annual inventory shall be completed no later than April 30. Procedures for conducting annual inventories are included in the Property Management TRM.

1. SCHEDULING INVENTORIES. The facility Board of Survey shall schedule inventories. This schedule shall have the written approval of the Regional Director or the facility CEO, whichever is appropriate. At the Central Office, the Assistant Director for Administration shall approve the schedule. Schedules shall indicate each cost center, performance measurement system, project level being inventoried, the individual conducting the inventory, and the specific date on which the inventory is to be completed. The schedule shall be maintained on file by the PO.

The Regional Board of Survey shall ensure inventories at Community Corrections Offices are scheduled. The Central Office Board of Survey shall ensure Central Office funded off-site facilities are scheduled.

2. CONDUCTING THE INVENTORY. Physical inventories shall be accomplished by the designated APO, never by the person maintaining the property records, the general ledger accounts, or the APO accountable for the property. The APO accountable for the property being inventoried shall accompany the individual performing the inventory to assist in locating controlled property.

3. RECONCILIATION. The reconciliation process is considered "complete" when the PO has: received all completed inventories; approved Reports of Survey for missing or added items; and updated the SENTRY Property Management System by July 31 of the current year.

All Regional Supervisory Contract Specialists (SCS) shall report to the Chief, Procurement and Property Branch the status of each facility's annual inventory as of April 30 and the status of each facility's reconciliation efforts as of July 31 each year. The SCS shall report through the CEO to the Regional SCS who shall consolidate reports. Reports are due to the Chief, Procurement and Property Branch within 20 working days from the respective dates. In addition to these reports, the Regional SCS shall provide monthly updates reflecting the status of incomplete and irreconciled inventories. Updates shall be routed as above and submitted to the Chief, Procurement and Property Branch by the

20th working day of each month.

CHAPTER 5 - Inventories - Controlled Nonexpendable Property  
(cont'd):

4. **CONTROLLED PROPERTY TRANSACTION REGISTER.** Another method of assuring the accuracy of inventories is the utilization of transaction registers. No later than the fifth working day of the month following the previous quarter, the facility PO shall produce separate monthly transaction registers which reflect the previous quarter's activity [acquisitions, dispositions, transfers, or corrections to controlled property under the APO control]. The PO shall distribute the registers to the APO for verification. All registers shall be returned (signed and dated) to the PO by the last working day of the month following the previous quarter. In addition, a generalized monthly transaction register of all cost centers, and a monthly disposal register, shall be distributed monthly to the Accounting Supervisor for reconciliation with the general ledger. Technical guidance for the use of monthly transaction registers and monthly disposal registers is provided in the TRM.

## Chapter 6 - Acquisition, Transfer, and Disposal of Excess Personal Property

GENERAL. This chapter outlines the requirements and responsibilities of the Bureau in the acquisition, transfer, and disposal of excess property.

1. **ACQUISITION OF EXCESS PERSONAL PROPERTY**. The acquisition of excess personal property shall be made in accordance with Federal Property Management Regulations (FPMR) 101-43. Facilities shall practice caution and only acquire materials:

- a. When there is a definite need determined in advance;
- b. Not in excess of a 150-day supply when acquisition is for local use only;
- c. Which have immediate use if being acquired for construction;
- d. Which do not have limited use; and
- e. Which has been acquired in accordance with the Health Services Manual for medical equipment.

Additional guidelines for acquisition, redistribution, and appraisal of excess personal property are contained in the Property Management TRM.

## 2. **INSPECTION AND TRANSFER OF EXCESS PERSONAL PROPERTY**

a. Inspection. Prior to offering excess personal property to any other facility, bureau, or agency, it is important the property be inspected thoroughly and a determination made by the facility Board of Survey as to whether the property is worthy of declaring excess, see FPMR 101-43. It is not in the Government's interest to declare property as excess which has little or no value and could be justifiably described as salvage or scrap. Detailed procedures for the preparation and distribution of screening listings are provided in the TRM.

### b. Requirements for Transfer of Excess Property

(1) From Other Agencies. To the extent possible, facilities shall use excess personal property as the first source of supply in fulfilling their requirements, consistent with good supply management.

Chapter 6 - Acquisition, Transfer, and Disposal of Excess  
Personal Property (cont'd):

(2) Within the Department of Justice (DOJ). Based upon local needs, facilities shall transfer personal property between facilities and other components of the DOJ. Higher level approval is required prior to transferring any of the following items: arms, ammunition, and armory equipment. In the case of arms, ammunition, and armory equipment, transfer of these items shall only be made after receiving written approval from the Regional Correctional Services Administrator. In each case, the Regional Administrator shall give written approval for such transfer only after consultation with the Correctional Services Administrator, Central Office. The transfer of motor vehicles shall be in accordance with the Facilities Operations Manual and the disposal of motor vehicles shall be in accordance with the FPMR.

Excess personal property shall be reported to the appropriate General Services Administration (GSA) office after screening within the DOJ has been accomplished.

(3) To GSA

(a) Automated Data Processing (ADP) equipment shall be excessed in accordance with the Computer Security Manual and FPMR 101-43.

(b) Facilities shall follow the procedures prescribed in FPMR 101-43 and 101-45 and submit a Report of Excess Personal Property (SF-120) to GSA in an original and three copies. See the TRM for preparation instructions.

(c) Property pending disposal. Property which has been declared excess to the facility shall be transferred to the control of the Warehouse via Stores Requisition for care, handling, storage, and security pending final disposition.

(4) To Non-Federal Recipients. FPMR 101-43 provides for transfer of Government-owned personal property (supplies and/or equipment) to non-Federal recipients. Executive Order 12999, dated April 1996, authorizes the direct donation of ADP equipment to educational institutions without GSA approval after screening within the Bureau and DOJ has been accomplished. A facility committee appointed by the Chief Executive Officer (CEO), comprised of but not limited to, an executive staff member, volunteer coordinator, and members of the community relations board, shall recommend the disposition of donated ADP equipment.

Chapter 6 - Acquisition, Transfer, and Disposal of Excess  
Personal Property (cont'd):

Prior to donation, all ADP equipment hard drives shall be "degaussed" or wiped clean of any data and software in accordance with the Program Statement on the Information Security Program. The originally purchased or "bundled" software may be included with the donated equipment if the software license permits. Finally, a Report of Survey shall be prepared for donations of computer equipment with the appropriate official's signature as proof of receipt.

Reporting requirements for property furnished to non-Federal recipients are in FPMR 101-43. Each report shall provide the non-Federal recipient furnished property's Federal Supply Code two-digit number, acquisition cost, and recipient's name/location. All ADP equipment donated to educational institutions shall be included in the report. To enable the \* preparation of a consolidated submission, each facility Property Officer (PO) shall prepare a report for the past fiscal year. This report shall be mailed to the Regional PO who shall review for accuracy all reports and forward to the Chief, Property Management, no later than October 10th of each year. Instructions for preparing these reports are in FPMR 101-43.

For further guidelines, see the TRM.

3. DISPOSAL (SALE OR EXCHANGE) OF EXCESS PERSONAL PROPERTY

a. Salvage and Scrap. Salvage and scrap shall be accumulated and separated by nature of material (iron and steel, brass, copper, stainless steel, batteries, etc.) to obtain the highest return for the Government. If the facility Board of Survey determines the salvage and scrap does not warrant accumulation and separate sale, the scrap shall be placed on the Federal Prison Industries' scrap pile for sale, if applicable; otherwise, facilities shall develop a sales program based on consultation with the Regional PO and the appropriate GSA office. The Regional PO shall monitor all scrap sales facilities conduct within his or her region. For condition codes and definitions for classifying personal property items as salvage and scrap, see FPMR 101-43 and for additional guidelines, see the TRM.

b. Spent Brass Ammunition Casings. When a sufficient quantity of spent brass ammunition casings has been collected, separated, and stored in the Armory by the facility Security Officer, the PO shall determine final disposition of the casings by disposal or sale as follows:

Chapter 6 - Acquisition, Transfer, and Disposal of Excess  
Personal Property (cont'd):

(1) Disposal through Defense Reutilization and Marketing Offices (DRMO) shall be made for spent ammunition casings which have been separated by caliber and are free of live ammunition rounds. Turn-in of casings shall be accompanied by a properly completed Department of Defense Form 1348-1, "Single Line Item Release/Receipt Document." This form is obtainable from the DRMOs.

(2) Spent ammunition casings shall be exchanged for new or factory reloaded ammunition in accordance with FPMR 101-46, Exchange/Sale Authority. GSA approval is not required prior to conducting an exchange/sale of spent ammunition casings.

Note: The Correctional Services Manual authorizes the use of factory reloaded ammunition for training only.

(3) Sales of spent ammunition casings shall be authorized by the GSA. A "Report of Personal Property for Sale" (SF-126) shall be properly prepared as required by FPMR 101-45 and submitted to the appropriate GSA office in accordance with instructions contained in FPMR 101-45 to receive authorization.

c. Recovery of Precious Metals. It is DOJ policy that a silver recovery program be implemented at each Bureau facility generating precious metal bearing waste. Each Bureau facility is required to comply with the terms and conditions of the DOJ Interservice Support Agreement with the Defense Reutilization and Marketing Service (see the TRM for instructional information).

d. Sale and Application of Proceeds

(1) Certification Required. Upon written determination by the CEO of each facility, personal property shall be sold and the proceeds applied towards the purchase of similar property in accordance with FPMR 101-46. The determination shall be in certification form with copies of all supporting documents pertaining to the transaction involved.

Property to be sold with the intent to apply proceeds shall be processed on a SF-126 in accordance with the instructions contained in FPMR 101-45 and forwarded to the appropriate GSA office, Utilization and Disposal Service. Instructions for handling the proceeds from sales and exchanges are found in the Accounting Management Manual.

Chapter 6 - Acquisition, Transfer, and Disposal of Excess  
Personal Property (cont'd):

(2) Refer to FPMR 101-46 for property ineligible for sale and application of proceeds and for property which shall be sold and proceeds applied.

\* (3) Facilities, after receiving approval from the appropriate GSA office, shall sell small lots of personal property. Regardless of estimated proceeds, sales shall be in compliance with FPMR 101-45. Proceeds from these sales shall be\* deposited, in accordance with the Accounting Management Manual (miscellaneous receipts account) and reported to the Regional Supervisory Contract Specialist upon completion of the sale.

e. Exchange or trade-in of similar equipment

(1) Certification Required. Upon written determination by the CEO of each facility, personal property shall be exchanged or traded-in for similar items including, but not limited to, those items appearing in FPMR 101-46.

(2) Trade-ins are considered one of the better methods of disposal. Invitations for the purchase of new equipment shall include items for trade-in. A complete description of the trade-in item, including the statements "as is" and "where is," shall prevent the possibility of any misunderstanding.

(3) For application of trade-in values, see the Accounting Management Manual.

f. Farm Products. Farm products shall be exchanged, sold, or disposed in accordance with the Farm Manual.

g. Sales Methods and References. In addition to the methods previously mentioned, other sales methods shall be used in accordance with FPMR 101-45.

\* h. Recycled Materials. Specified materials may be recycled and proceeds utilized by a facility in accordance with the Program Statement on Recycling, Records, and Reports. \*



## Chapter 7 - Gifts or Donations of Personal and Real Property

GENERAL. Gifts, donations of money, or property shall be accepted in accordance with the Program Statement on Acceptance of Donations and Justice Property Management Regulations 128.

1. **PERSONAL PROPERTY.** Personal property received as a gift or donation shall be issued a Federal Prison System Identification Number and entered into the SENTRY Property Management System in accordance with Chapter 4.

2. **REAL PROPERTY.** Real property received as a gift or donation shall be assessed an acquisition value by the Board of Survey and entered into the SENTRY Property Management System in accordance with the Property Management TRM and Acceptance of Donations Program Statement.

3. **GIFTS RECEIVED FROM FOREIGN GOVERNMENTS.** All tangible foreign gifts, including travel or travel expenses for travel entirely outside the United States not specifically authorized by the Bureau, shall be reported by the Chief Executive Officer via BOPNet GroupWise, to the Chief, Property Management <<BORDEN>> by January 1st of each year for gifts received during the preceding calendar year. All reports shall be prepared as shown in the TRM.

## Chapter 8 - Real Property (Owned or Leased)

GENERAL. This chapter outlines the Bureau's real property (owned or leased) requirements and responsibilities in accordance with Federal Property Management Regulations (FPMR) 101-47.

### 1. LANDS, BUILDINGS, PERMITS, AND EASEMENTS

a. Land. All real property transactions, acquisition, donation or disposal, shall be coordinated with the Regional Facilities Administrator and the Central Office, Chief, Facilities Management. Authority to acquire or dispose of land is not delegated below the Central Office level. The acceptance of donated real property shall be in accordance with the Acceptance of Donations Program Statement.

b. Buildings, Other Structures, and Facilities. The disposal of buildings and other structures and facilities shall be approved by the Regional Facilities Administrator with the concurrence of the Central Office, Chief, Facilities Management. A copy of the approval to dispose of buildings, other structures and facilities shall be forwarded to the Central Office, Chief, Procurement and Property Branch.

c. Permits for Ingress and Egress. The Assistant Director for Administration has authority by virtue of 28 CFR 0.96 and 0.97 to grant/accept permits to/from states or public agencies for right-of-way upon land administered by the Bureau or states of public agencies under the authority of Title 43 U.S.C. 931c and 961. This type of authorization generally covers entry permits of a temporary nature, such as cleaning of drainage ditches by the county, temporary use of Government land for a public purpose, ingress and egress rights for installation of utilities on or adjacent to Government-owned land. These entry permits are granted for the interim pending the execution of a formal easement. Permits shall be revoked at will by the Government and normally are not recorded due to their temporary nature. The

Assistant Director for Administration shall sign permits, \* unless specific delegation is granted to the local level. Requests for permits shall be transmitted through the Regional Office to the Central Office, Chief, Procurement and Property Branch. Concurrence by the facility's Chief Executive Officer (CEO) and the respective Regional Director shall be noted on the request for permit.

Chapter 8 - Real Property (Owned or Leased) (cont'd):

d. Easements. Right-of-way easements shall be processed through the Regional Facilities Administrator and the request forwarded to the Central Office, Chief, Procurement and Property Branch. All requests for easement shall be accompanied by a metes and bounds description, or the equivalent, prepared by a licensed surveyor and three copies of a plat map or sketch showing the metes and bounds thereon. Concurrence by the facility's CEO and the respective Regional Director shall be noted on the easement requested.

The Attorney General has reserved the authority to execute easements. After an easement is granted, it shall be forwarded to the originating facility with a request to have it signed by the grantee and recorded. The recording information shall then be forwarded to the Central Office, Chief, Procurement and Property Branch.

2. ANNUAL REPORT OF REAL PROPERTY (OWNED).

a. Real Property Owned. To enable the preparation of a consolidated submission, each facility Property Officer (PO) (including camps), shall prepare a General Services Administration (GSA) Form 1166 (Annual Report of Real Property Owned by or Leased to the United States) for the past fiscal year. This report shall be mailed to the Regional PO who shall review for accuracy and provide a consolidated submission of all reports to the Chief, Property Management, no later than October 10th of each year. Reports shall be prepared as of September 30th in accordance with FPMR 101-47. Facilities are urged to review preparation instructions thoroughly to avoid returned reports.

Preparation guidelines are included in the Property Management TRM. For new facilities not listed, contact the Central Office, Chief, Procurement and Property Branch.

b. Forms. Each facility shall obtain GSA Form 1166 from their appropriate GSA office.

c. Real Property Record. In accordance with the Accounting for Real Property and Depreciation Program Statement, subsidiary records shall be maintained to support general ledger accounts 210.0, 211.0, and 212.0. Each facility PO shall use the SENTRY "Real Property Record" to establish and maintain all real property information. Instructions for preparing the "Real Property Record" are included in the TRM.

Chapter 8 - Real Property (Owned or Leased) (cont'd):

- \* d. Project Closure. In order to ensure real property is correctly capitalized, the PO shall obtain a copy of the request for project closure from the Facility Manager and a copy of the minutes of the Work Programming Committee from the Chairperson. \*

3. REVIEW OF REAL PROPERTY AND THE GENERAL SERVICES

ADMINISTRATION SURVEYS. Facilities scheduled for a review of real property shall use the following guidelines:

a. Facility Real Property. Facilities shall achieve the most effective and economical use of real property (land, buildings, structures and facilities) to meet the needs of facility programs.

b. Review of Real Property. FPMR 101-47 requires identification of excess Federal real property and further requires the implementation of the policies set forth in the FPMR. In this regard, the GSA requires a thorough review of an agency's real property to be made every five years.

Accordingly, each year 20 percent of the Bureau facilities shall conduct a review of their various property holdings. The appropriate Regional Office scheduled for the review shall be notified in writing by the Central Office, Chief, Procurement and Property Branch. Instructions and guidelines shall be provided at that time. An itemized written record in the format outlined in the instructions shall be prepared. Facility POs shall prepare and send the original and four copies (original and one copy shall have original photographs) of the report to the Regional PO who shall review for accuracy all reports and forward it to the Chief, Property Management, no later than April 30th. The CEO shall sign and date the report. Detailed guidelines for conducting the review of real property are contained in the TRM.

c. Excess Real Property. Upon recommendation to declare under utilized property as excess to the needs of the Bureau, the facility forwards such recommendation to the Regional Office. The Regional Director then forwards the recommendation to the Central Office, Chief, Procurement and Property Branch, with comments.

d. GSA Surveys. The GSA conducts continual surveys of real property holdings of all executive agencies. Upon notification by the Department of Justice (DOJ), the Central Office, Property Management, shall notify the facility of a scheduled GSA survey.

Chapter 8 - Real Property (Owned or Leased) (cont'd):

(1) Designation of Representative. The CEO shall designate a representative at the facility to assist in the survey and also to serve as a contact point. The name, title, and phone number of the representative shall be forwarded to the Central Office, Property Management, for forwarding to the DOJ and the GSA. The GSA shall contact the facility's representative to make the necessary arrangements for the survey.

(2) Findings of GSA Surveys of Real Property. The GSA representative conducting the survey shall be instructed to have a close-out meeting with the CEO or his/her designated representative, not below the Associate Warden level, and discuss any findings prior to leaving the facility and preparing the survey report.

(3) Buffer Zone. Where feasible and existing land is available, all facilities, including camps and detention centers, should have a buffer zone of 1,000 yards. Moreover, where maintenance cadre or camp facilities are provided, the distance between such facilities and the property lines shall be considered in establishing buffer zones. Mission and program changes will affect buffer zone requirements. In situations such as high-rise correctional centers in urban areas, it is necessary to establish "buffers" through architectural techniques. High-rise buildings with detention quarters far above the ground serve this purpose. Adequate buffer zones are critical to the effective operation of the Bureau facilities. The buffer zone serves to:

(a) Offer staff a relatively unobstructed observation of inmate activity outside the facility perimeter fence;

(b) Maintain a psychological barrier to inmates planning escape or other prohibited activities;

(c) Provide staff a measure of time, often of critical importance, to react to escape attempts or other disturbances before the facility's ultimate perimeter is threatened;

(d) Present an aesthetically positive appearance to the community;

(e) Restrict the closeness of structures or activities which are inconsistent with the management and control of facility functions;

Chapter 8 - Real Property (Owned or Leased) (cont'd):

(f) Channel the interaction between inmates and the community into those areas designated by facility management;

(g) Support the mechanical devices such as warning systems or perimeter fences, which provide part of the facility's overall security; and

(h) Offer protection to the surrounding community when staff must use firearms or other dangerous weapons to control inmate disturbances or escape attempts.

(4) Regional Office. The Regional Office shall be kept advised of surveys being conducted by the GSA, and upon receipt of GSA's report, the CEO shall prepare a response to the Regional Office for review, commenting on the findings of the survey along with recommendations. The report shall then be forwarded to the Chief, Property Management.

4. ASSIGNMENT AND UTILIZATION OF SPACE

- \* a. Approval. The Assistant Director for Administration is delegated the authority to approve all requests for leased space. \*

This authority is not delegated below the Central Office level.

- \* b. Request for Space. All leased space requests, including office, storage, parking, warehouse, special purpose, etc., shall be submitted through the Regional Office for the approval of the Regional Director to the Central Office, Chief, Procurement and Property Branch, for review on Standard Form 81, Request for Space, in accordance with FPMR 101-17. Upon final approval by the Assistant Director for Administration, requests shall be returned to the Regional Director of the requesting facility. \*  
Central Office requests shall be submitted through the appropriate Division Assistant Director for approval, to the Chief, Procurement and Property Branch, for further processing.

- \* c. Termination of Leased Space. All leased space termination requests shall be submitted for approval of the Regional Director to the Chief, Procurement and Property Branch for review at least 120 days prior to anticipated vacancy, when space or a portion thereof, shall no longer be required. The notification shall be in writing, giving a description of the area involved, the location, and the estimated date of vacancy. Central Office terminations shall be submitted for approval through the

Chapter 8 - Real Property (Owned or Leased) (cont'd):

appropriate Division Assistant Director to the Chief, Procurement and Property Branch. Upon final approval by the Assistant Director for Administration, termination requests shall be returned to the Regional Director of the requesting facility for further processing. \*

## Chapter 9 - Receiving Reports and Reports of Survey

GENERAL. This chapter provides direction on the preparation and use of receiving reports. It also instructs on the preparation and numbering of the Reports of Survey.

1. RECEIVING REPORTS. The Trust Fund/Warehouse/Laundry Management Manual provides instructions for preparing and using the Receiving Reports. The receiving report is the source document for all controlled personal property accounted for in the SENTRY Property Management System. The Property Management TRM provides instructions on the use of receiving documents by the Property Officer.

2. REPORT OF SURVEY. When goods are damaged or become unsuitable for further use while in the Warehouse, they shall be surveyed. Equipment inventory differences shall be recorded by a "Report of Equipment Inventory Difference" (see the TRM for sample Report of Survey, "Report of Equipment Inventory Difference," and distribution instructions). A Report of Survey shall be used to report differences identified by Accountable Property Officers and Cost Center Managers. The Report of Survey shall also be used by the Board of Survey to report findings and recommend disposition.

a. Preparation. A copy of the Report of Survey (complete with explanation) shall be furnished to the Regional Director if the book value exceeds \$5,000 (per item) of personal property when such property has been stolen or damaged/destroyed by unusual causes such as fire or flood.

b. Numbering. Reports of Survey shall be numbered consecutively at the beginning of each fiscal year followed by the last digit of the current fiscal year (e.g., 0001-5, 0002-5, 0003-5, etc.). Salaries and Expenses, Buildings and Facilities, National Institute of Corrections, and any other appropriations (except Trust Fund) shall be in the same numbering sequence. A separate series of numbers shall not be established for each appropriation.

At the beginning of each fiscal year, Warehouse personnel shall number Reports of Survey involving Trust Fund sales unit inventory in consecutive order beginning with the number TF0001.

c. Adjusting Records. After the Report of Survey has been approved by the Board of Survey, the Report of Survey shall be the basis for adjusting entries to appropriate property and accounting records.



CHAPTER 10 - Inmate Postage Stamps, Vehicle Titles, Meal Tickets,  
and Protective Clothing

**GENERAL.** This chapter defines the requirements and responsibilities of the Bureau for the accounting of postage stamps, vehicle titles, meal tickets, and protective clothing.

1. **POSTAGE STAMPS.** Postage stamps purchased from the Salaries and Expenditures (S&E) appropriation shall be stored in a secure safe. Receipt and/or issuance of stamps shall be performed under strict accountability. See the Property Management TRM.

2. **VEHICLE TITLES.** Vehicle titles or certificates of origin for all vehicles at a facility shall be maintained on file in a secure safe. Specific procedures for handling vehicle titles can be found in the TRM.

3. **MEAL TICKETS.** Authority for the furnishing of meals to employees is provided by Public Law 88-459 (5 U.S.C. 5911 and 18 U.S.C. 4011). Meals shall be furnished to employees through the staff dining room or other designated area of each facility.

A meal ticket shall be presented for each facility meal consumed. Upon written approval of the CEO, guest meal tickets may be furnished without charge to persons whose service to the facility is in the best interest of the Government.

Procedures for receipt, issuance, and accountability of meal tickets are in the TRM.

4. **PROTECTIVE CLOTHING.** The CEO is delegated the authority to prescribe protective clothing for the protection of uniform clothing and/or personal clothing. Protective clothing may be issued to any employee required to work outside in inclement weather, an employee assigned to temporary duties where such clothing is required, or for safety or environmental health purposes. Medical protective clothing may be made available, on site, as prescribed by the Clinical Director. Protective clothing is not to be issued to any employee on a permanent basis, but only when needed due to duty assignment.

Safety shoes shall be worn by all employees who work areas designated as foot hazard areas by a facility local supplement. When safety shoes are so required, they shall be provided/issued at Government expense to uniformed or nonuniformed employees alike. For uniformed employees, this shall be in addition to the uniform allowance. Each eligible employee is entitled to two

CHAPTER 10 - Inmate Postage Stamps, Vehicle Titles, Meal Tickets,  
and Protective Clothing (cont'd):

pairs of safety shoes every 18 months. Exceptions shall be made for loss or damage associated with official duty, if employee's negligence has not contributed to the loss or damage. Custom-made or other special type shoes shall not be provided at Government expense. Safety shoes shall be obtained according to required acquisition procedures. Detailed procedures regarding protective clothing are provided in the TRM.

## Chapter 11 - Unclaimed Property

GENERAL. For the purpose of this policy, unclaimed property is divided into two classifications (i.e., "abandoned" and "voluntarily abandoned") as defined below:

1. **ABANDONED PROPERTY**. Abandoned property is any personal property meeting the criteria in Federal Property Management Regulations (FPMR) 101-48. A more detailed definition and disposal procedures are located in Justice Property Management Regulations (JPMR) 128. These regulations define the efforts required to locate the owner, establish dollar thresholds, and set time periods for appropriate steps to be followed before title is vested in the United States Government.

2. **VOLUNTARILY ABANDONED PROPERTY**. This refers to personal property meeting the criteria in FPMR 101-48. For property so classified, the title immediately vests in the United States Government and the property shall be utilized or disposed of without efforts to locate the owner.

JPMR 128 indicates personal property, regardless of value, left behind by an inmate who has departed a facility by parole, release, escape, or any other manner, except approved for furlough, shall be considered voluntarily abandoned.

It is Bureau policy to retain voluntarily abandoned property, without regard to value, for a period of 30 calendar days after the inmate's departure. If after this period of time the property has not been claimed, it shall be used by the Government, destroyed, or donated/sold through the General Services Administration at the Chief Executive Officer's discretion. Proceeds from these sales shall be deposited in accordance with the Accounting Management Manual (miscellaneous receipts account) and FPMR 101-48.

\* Confiscated inmate personal property shall be considered voluntarily abandoned. \*

Negotiable instruments shall also be considered voluntarily abandoned and disposed of in accordance with Treasury Department Regulations.

The provisions of this chapter are cross referenced to the Correctional Services Manual.

## CHAPTER 12 - Seasonal Decorations

**GENERAL.** This chapter prescribes the circumstances under which seasonal decorations shall be purchased.

1. **USE OF APPROPRIATED FUNDS.** Appropriated funds may be used to purchase seasonal decorations where the purchase is consistent with work-related objectives and meets the mission of the Bureau. In accordance with 60 CG 580 (1981), such decorations are restricted to public areas where they would contribute to a pleasant atmosphere.

2. **APPROVAL OF THE CEO.** The Bureau facilities are to exercise care when purchasing seasonal decorations to ensure they are: work-related; not for personal convenience nor satisfaction of an employee; and not for private office areas. The purchase of seasonal decorations shall be approved by the CEO.

3. **ESTABLISHMENT CLAUSE.** The CEO shall be sensitive in determining the type of seasonal decorations that may be inappropriate. This includes seasonal decorations which are religious in character and could be viewed as an endorsement of religion, lacking any clearly secular purpose, and might be challenged as Government conduct prohibited by the Establishment Clause of the First Amendment, of the United States Constitution.

Chapter 13 - Staff Housing (Quarters)

GENERAL. Public Law 88-459 (5 U.S.C. 5911) authorizes Government agencies to provide housing to civilian employees. Housing on the facility reservation has been established to provide temporary living accommodations for a small number of personnel. The Bureau does not require occupancy of any employee as a condition of employment. Rental rates for the housing are established in accordance with Office of Management and Budget (OMB) Circular No. A-45.

1. ASSIGNMENT PROCEDURES. The Chief Executive Officer (CEO), at facilities with housing, shall establish a Housing Committee consisting of at least four members. The Committee shall include at least one Associate Warden (Chairman) and other employees with knowledge of the facility, such as the Supervisory Contract Specialist, Facilities Manager, Human Resource Manager, etc. The responsibility of this Committee is to provide occupancy and termination recommendations to the CEO, for final determinations. The facility's Property Officer (PO) shall serve as the recorder for the committee. The committee shall establish procedures for determining housing occupancy. Facilities shall issue an Institution Supplement regarding housing assignment and termination procedures. The Institution Supplement shall include at least the following:

a. Use of a formal notice of filling housing vacancies, housing assignment, as well as, formal notice of termination. The termination letter shall allow employees at least 90 days to vacate the unit, except for probationary termination, terminations for cause, and voluntary resignations and for each of these three situations, 14 days notice is required.

b. Assignments and termination of occupancy shall be made as the needs of the facility dictate. Assignment notices shall include a statement that whenever the need arises to terminate occupancy, moving costs shall be solely at the employee's expense. Assignment and termination notice to the employee shall be similar to Attachments 13-A and B in the Property Management TRM.

2. RENTAL RATES. Rental rates shall be established in accordance with OMB Circular No. A-45 utilizing the Quarters Management Inventory System developed by the Department of the Interior (DOI), Bureau of Reclamation.

Chapter 13 - Staff Housing (Quarters) (cont'd):

As stated in OMB Circular No. A-45, it is the policy of the Government that rental rates and charges for Government-owned housing shall be based upon reasonable value to the employee in circumstances under which the housing is provided, occupied, or made available. Reasonable value to the employee is determined by the rule of equivalence, namely, that charges for rent shall be set at levels equal to those prevailing for comparable private housing located in the geographical regional area.

As required by OMB Circular No. A-45, housing rental rates are adjusted annually based on changes in the Consumer Price Index. OMB guidelines also provide for reconfirmation of the market-based rental rates at least once every five years, or sooner, if conditions warrant.

Rent for incoming and outgoing employees, who are occupants for partial pay periods, shall be pro-rated for the number of days actually in such status within a 14-day period. For example, two days occupancy shall be computed as 2/14ths of the bi-weekly rate. Increases/decreases in rental rates shall be implemented in accordance with a written memorandum from the Central Office.

3. **SERVICES INCLUDED.** The rental rates cover furnished and unfurnished dwellings, utilities, garbage/trash service, lawn care, maintenance and repair of buildings and Government-owned equipment. Rental rates do not include maintenance and service supplies, such as, light bulbs, tools, cleaning supplies, cleaning equipment, floor wax, furniture polish, laundry service, etc. These items must be furnished by the occupant at the occupant's personal expense. Firewood is not to be purchased for or provided to staff residences by the Government.

4. **FURNISHINGS.** Residential furnishings provided by the Government for staff housing, shall be limited to the following items:

\*

\*

a. **Carpeting.** Carpeting is approved for all housing and may be installed at the CEO's discretion. Any carpet installed must meet applicable fire safety standards. All carpet must be acquired in accordance with the Federal Acquisition Regulation and shall not be replaced simply because of color, style, grade, etc. It is recommended that only neutral color carpet be installed.

Chapter 13 - Staff Housing (Quarters) (cont'd):

b. Window Coverings (Drapes or Blinds). Window coverings may be provided for housing with oversized or irregular windows on a case-by-case basis with the Director's written approval. An oversized or irregular window may have either drapes or blinds as window coverings, not both furnishings.

c. Residential Appliances. The following appliances shall be provided for each residence:

- Refrigerator (without icemaker), white, with top or bottom freezer, size 12 to 18 cubic foot (Federal Supply Schedule).
- Free standing range, white, 24" to 36" width, without microwave (Federal Supply Schedule).
- Dishwasher, white (Federal Supply Schedule).

The occupant is to furnish all other appliances not enumerated above at the occupant's personal expense.

Furnishings shall not be replaced merely because of the change of decor. However, furnishings may be replaced when it has been determined by the Board of Survey that the item is beyond reasonable repair or has outlived its useful purpose. Upon replacement of existing furnishings now in residences, the above standards must be followed.

\* Initial acquisitions of free-standing ranges, window air conditioners, dishwashers, refrigerators, carpet, and window coverings require the Director's approval and shall be forwarded through the Regional Director to the Central Office, prior to acquisition, for special approval in accordance with the BOP Acquisition Policy. \*

All furnishings (e.g., appliances, carpeting, drapes, etc.) must be procured from mandatory sources (UNICOR, General Services Administration and/or Federal Supply Schedule).

d. Air Conditioning. If warranted, and at the CEO's discretion, window air conditioning units may be installed. The cost of purchase, installation, and maintenance of air conditioning equipment in Government-owned housing, as well as the cost of utilities associated with the operation thereof, shall be recovered through increases in basic rental rates using the formula provided by the DOI.

Chapter 13 - Staff Housing (Quarters) (cont'd):

e. Rental Rate Adjustments. Rental rates for furnished housing will be adjusted to take into account furnishings supplied. The Central Office must be advised when any changes occur. The Government Quarters Inventory (GQI) form, Attachment 13-D in the TRM, must be prepared and forwarded to the Chief, Property Management, with a memorandum noting the change(s) within 10 calendar days. General instructions for completing the GQI form are provided in Attachment 13-E of the TRM.

f. Accountability of Furnishings. All residential furnishings and equipment provided by the Government shall be recorded in the SENTRY Property Management System as accountable property, regardless of cost or value.

Inventories of housing will be conducted/updated upon change of furnishings and/or occupants. Inventories will be completed by the occupant and the PO upon occupancy and prior to vacating the housing. A separate inventory for each residence will be maintained on file and signed by the current occupant (see Attachments 13-D and E in the TRM). Occupants are responsible for notifying the PO whenever assigned furnishings are added or removed from quarters. An individual other than the occupant, will be assigned Accountable Property Officer responsibilities, as described in Chapter 2, for all residences.

Facilities will schedule an annual walk-through inspection of residences in conjunction with the annual property inventory in April. A formal inspection is also required upon occupancy and when the residence is vacated.

Transfer of Government-owned quarters furnishings from one institution to another requires approval of both the gaining and losing CEOs and the Regional Directors.

When ordering new or replacing existing furnishings, a copy of the procurement document must be maintained on file with the Staff Quarters records.

g. Staff Housing Review. The Program Review Division shall review procedures for staff quarters furnishings and rental rates.



Chapter 13 - Staff Housing (Quarters) (cont'd):

5. **PUBLIC HEALTH SERVICE (PHS) OFFICERS.** Any PHS Commissioned Officer who accepts and occupies quarters must forfeit their quarters allowance (E.O. 10204 and 41 CG 32). "Quarters" shall include fuel, water, electricity or gas, and other necessary utilities. Whenever a change occurs in the occupancy by a PHS Commissioned Officer, the Medical Director, Health Services Division, Central Office, shall be notified.

6. **TRANSIENT QUARTERS**

a. If available, suitable rooms may be provided to transient employees and others visiting the institution on business, at the daily rate set forth by the DOI.

b. So that proper accountability is established when transient quarters are used, a record of the assignment quarters shall be made promptly. Attachment 13-C in the TRM, which may be reproduced locally, shall be prepared in duplicate, immediately upon assignment of transient quarters by the CEO.

c. Electrical Consumption. Electrical charges shall be recovered by increases in the basic rental rates for heating and small appliances per the formula provided in the survey provided by the DOI.

See the TRM for the rental computation chart.

7. **RESTRICTED OR PROHIBITED ACTIVITIES.** The orderly operation of each facility requires various controls over the activities conducted at reservation housing. Each facility with staff housing shall issue an Institution Supplement. The Institutional Supplement shall provide staff housing requirements, guidelines, and instructions and shall cover such subjects as: annual inspections; inventory of Government-provided household furnishings; Government Quarters Inventory forms; contraband; installation of appliances; maintenance work; pets; use of utilities; and reasonable care of property, etc.

A copy of the Institution Supplement shall be furnished to all occupants and the Chief, Property Management. The Institution Supplement shall provide the following minimum restrictions and prohibitions:

a. Private Enterprise on Government Reservation. No business or private enterprise shall be conducted from a staff residence, or property, without the Director's expressed written consent. This authority shall not be redelegated.

Chapter 13 - Staff Housing (Quarters) (cont'd):

No enterprise will be approved which may interfere with neighborhood compatibility, instigate uncontrolled traffic on and off the reservation, or in any manner bring disrepute upon the Government. An enterprise must not constitute or give the appearance of a conflict of interest with official duties, nor can a business operate in any manner which consumes Government utilities, other than for office space and office machines. In no event shall signs be displayed which invite the general public.

Whenever an employee, or member of the employee's household who is residing in a staff residence, desires to conduct a private enterprise or business venture of any nature whatsoever, the employee shall submit a written request to the CEO of the institution. The request shall include, at a minimum:

- (1) name and relationship of the person(s) involved;
- (2) identification of the business venture;
- (3) equipment and utilities necessary;
- (4) amount of space required;
- (5) recipients of the services and/or products;
- (6) patrons visiting the staff residence; and
- (7) identified services and/or products delivered.

The CEO shall evaluate the merits of the request and forward comments along with the request to the Regional Director. After review by the Regional Director, the request along with the CEO's evaluation and the Regional Director's comments, shall be forwarded to the Director for final approval/disapproval.

An employee's failure to report and obtain prior approval to conduct a private enterprise, is subject to appropriate disciplinary action.

b. Firearms. No personal firearms and/or weapons shall be kept in reservation housing. This includes firearms of all types, and other types of weapons such as, but not limited to, crossbows, bows, arrows, explosive devices, ammunition, or pellet guns.

Personal firearms (not to include other types of weapons) shall be placed in the facility's Armory for safekeeping. For accountability purposes, a log shall be established and maintained for all personal firearms stored in the Armory.

Chapter 13 - Staff Housing (Quarters) (cont'd):

c. Sunbathing. Local regulations governing sunbathing and summer attire such as bathing suits, shorts, and halters shall be developed for the times when inmates and/or visitors may be expected to be in the vicinity of staff housing.

d. Laundry. To limit inmate access to civilian clothing, laundry shall not be hung outdoors to dry during times when inmates are in the vicinity of staff housing.

e. Social Functions. All alcoholic beverages shall be stored, used, and disposed of in a manner that precludes access by inmates.

f. Subleasing. No portion of any Government-furnished housing shall be subleased, rented, or otherwise shared with anyone other than the occupant's immediate family, or another Bureau employee officially designated as an occupant of the residence. This restriction does not apply to temporary visitors.

8. **REQUEST FOR RECONSIDERATION/APPEALS**. Employees/tenants have the right to contest any aspect of the rental rate establishment process. The two mechanisms for doing so are:

- request for reconsideration, and
- appeals.

a. A request for reconsideration is the first step of the appeal process whenever the employee/tenant believes the housing has been improperly classified, rates have not been established properly, or the rates do not reflect reasonable value of the staff quarters. The request for reconsideration shall be made in writing from the employee, outlining in detail the basis for the request. The request shall be filed with the Chief, Property Management, within 20 days following receipt of the notice of change in rate.

The filing of a request for reconsideration shall not serve to delay implementation of the revised rental rates. However, should the rental rate be lowered, the employee shall be refunded any overpayment which resulted during the period from the date the rental increase became effective, to the date the rate is modified.

Chapter 13 - Staff Housing (Quarters) (cont'd):

The Chief, Property Management, shall issue a decision by certified mail, return receipt requested, on a request for a reconsideration, within 30 days of receipt. Only an employee (not other occupants), within 20 days of the receipt of notice of the decision, may appeal the decision to the Director.

The appellant shall have the burden of proof on a request for reconsideration.

b. An appeal is a written request by the employee to the:

Director  
Bureau of Prisons  
320 First Street, NW  
Washington DC 20534

The appeal shall include a request for an examination of the issues raised in the request for reconsideration. The filing of a request for reconsideration and a decision thereon as described above are prerequisites to an appeal. The Director shall refer the appeal to an ad hoc board consisting of one or more persons. The decision of the ad hoc board shall be final. The appeal to the Director shall be the sole procedure for appeal of the reviewing official's decision on reconsideration. Appeals shall be subject to the following conditions:

(1) Appeals undertaken as to either existing or proposed rates shall be adjudicated as of the date the rate increases were implemented.

(2) The filing of an appeal shall not result in postponing implementation of a proposed rate pending adjudication of the appeal.

(3) When an appeal results in a revision of the rental rate, the employee shall be refunded any overpayment which resulted during the period from the date the rental increases were implemented to the date of the appeal decision.

(4) An appeal shall list the errors alleged with specificity, and none shall be considered that have not been so listed.

(5) If an employee is on official leave or in travel status at the time rates are issued, the time period for filing a request for reconsideration or appeal shall be extended accordingly.

Chapter 13 - Staff Housing (Quarters) (cont'd):

- \* 9. **DISPOSAL OR STRUCTURAL MODIFICATION/EXPANSION.** Any disposal\* or structural modifications/expansion of housing shall be in accordance with the Facilities Operation Manual.
  
- \* 10. **CONVERSION OF STAFF RESIDENCES FOR OTHER USES.** Requests to\* convert staff houses to uses other than staff residences (command centers, additional office space, etc.) shall be forwarded to the Chief, Property Management, for approval by the Assistant Director for Administration.

## CHAPTER 14 - Report Calendar

Periodic reports are to be prepared and submitted in connection with Property Management operations as listed below:

\*

ANNUAL DUE DATE	SUBJECT MATTER	REFERENCE
January 1	Report of Gifts Received from Foreign Governments*	Chapter 7
April 30	Real Property Survey*	Chapter 8
October 1	Report of Excess Property Needs	Chapter 2
October 10	Report of Real Property Owned by or Leased to the United States*	Chapter 8
October 10	Report of Excess Property Transferred to Non-Federal Recipients*	Chapter 6

\*

Reports are due in Central Office by these dates. See referenced chapter for submission due dates to Regional Offices and other specific requirements.

\*The report shall be mailed by facility Property Officer (PO) to the Regional PO who shall review for accuracy and forward all reports to the Chief, Property Management, no later than the due date specified.

CHAPTER 15 - Records Disposal

Supply records such as requisitions, inventory files, and survey reports shall be disposed in accordance with the National Archives and Records Administration's General Records Schedule.